



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY HUMAN RESOURCES COMMAND**  
**1 RESERVE WAY**  
**ST. LOUIS, MO 63132-5200**

S: 1 October 2004

AHRC-PAV-BB

25 August 2004

MEMORANDUM FOR Eligible Army Reserve Active Guard Reserve Colonels, Lieutenant Colonels (Promotable) and Lieutenant Colonels Considered by the Calendar Year 2004 (CY04) Colonel, Army Promotion List (APL) and Army Medical Department (AMEDD), Army Reserve Components Promotion Boards.

SUBJECT: Fiscal Year 2005 (FY05) Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

1. References:

a. AR 135-155, Promotion of Commissioned Officers and Warrant Officers other than General Officers, 24 October 2001.

b. AR 135-18, Active Guard Reserve (AGR) Program, 19 June 2003.

c. AR 640-30, Photographs for Military Personnel Files, 1 October 1991.

d. AR 623-105, Officer Evaluation Reporting System, 1 April 1998.

e. AR 600-9, Army Weight Control Program, 10 June 1987.

2. The Chief, Army Reserve (CAR) will convene an AGR CCAAB 7-10 December 2004 to consider eligible officers for assignment to command selected Army Reserve units.

3. General guidance:

a. All eligible AGR officers will be considered, except as specified in paragraph 3b. This is a mandatory board.

b. The following officers are not eligible for consideration.

(1) Officers who have an approved request for retirement or release from active duty.

(2) Officers in the specialty branches of Chaplain or Judge Advocate General.

AHRC-PAV-BB

SUBJECT: Fiscal Year 2005 (FY05) Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

(3) Officers currently serving or who previously served in an AGR colonel command position.

c. Officers will incur no service obligation upon completion of command.

d. Declination of command selection is only for genuine hardship. Approval authority is the CAR. Officers who decline selection for command will decline with prejudice, and will be eliminated from future command consideration at their current grade.

e. Commands under consideration for fill by this board have not yet been determined. A list of projected colonel command positions will be posted to the U.S. Army Human Resources Command-St. Louis (HRC-STL) website at <https://www.hrc.army.mil/>. These positions are subject to change based on the needs of the AGR Program.

f. Requests for exceptions to policy (i.e., waiver of eligibility criteria) for board consideration are not authorized.

g. The board will consider officers for command selection in their Control Specialty Code (CSC), Branch Immaterial/01A and AMEDD Immaterial/05A positions. The CSC is listed on the ORB in Section I.

#### 4. Eligibility criteria:

a. Colonels or Lieutenant Colonels (Promotable) must be on Active Guard Reserve status as of the convening date of the board.

b. Colonels or Lieutenant Colonels (Promotable) must have a mandatory removal date (MRD) of 31 August 2007 or later. Lieutenant Colonels considered by the CY04 Colonel, APL and AMEDD, Army Reserve Promotion Boards must have a MRD of 31 August 2005 and later.

c. Officers with a REFRAD earlier than 31 August 2007 who are being considered by the FY05 Army Reserve AGR Active Service Extension Board are eligible for consideration.

d. Lieutenant Colonels considered by the CY04 Colonel, APL and AMEDD, Army Reserve Promotion Boards will be considered by the FY05 AGR CCAAB. The CCAAB slating will be accomplished after the CY04 Colonel, APL and AMEDD, Army Reserve

AHRC-PAV-BB

SUBJECT: Fiscal Year 2005 (FY05) Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

Promotion Boards results are released. Upon release of the CY04 Army Reserve Colonel Promotion Board results, those officers not selected for promotion to Colonel will be removed from the FY05 AGR CCAAB selection list.

5. Officers have the responsibility to ensure their board consideration file is complete. All eligible AGR officers are required to submit the following items in order to complete their AGR CCAAB consideration file:

a. An updated DA Form 4037, Officer Record Brief (ORB) generated by the Army Reserve Active Duty Management Directorate (ARADMD), HRC-STL.

(1) Your Active Guard Reserve Management Information System (AGRMIS)-generated ORB (stamped as a "True Copy") is located at "My Board File" on the HRC-STL website. To access the ORB in "My Board File", go to the web site: <https://www.hrc.army.mil/>. Click on the link HRC St. Louis, and then click on "Log into My Record", using your Army Knowledge On-line user name and password. Next, click on the link "My Board File." Click on the tab labeled "Enclosures" to access the ORB.

(2) Print and review your ORB carefully. Make changes in red ink; please note that any changes made must be supported by hardcopy documentation if it is not contained in your "My Board File". Sign and date the ORB, certifying its accuracy. NOTE: A personally generated ORB will not be accepted; only the AGRMIS-generated ORB, stamped as a "True Copy" by ARADMD, HRC-STL, will be presented to the board.

b. A current, official Department of the Army photograph taken in accordance with AR 640-30, "Photographs for Military Personnel Files." A photograph is current if taken within five years of the convening date of the board, and in the officer's present grade.

c. A Height/Weight Statement, to be prepared at the officer's unit, for verification of current height, weight, and date of the officer's last Army Physical Fitness Test. Officers whose weight exceeds the screening table in AR 600-9 must submit a current DA Form 5500-R/DA Form 5501-R. A sample Height/Weight Statement is enclosed.

d. A memorandum to the President of the Board is optional. The purpose of the letter is to present matters concerning your military service you deem important, that are not in your PERMS board file.

AHRC-PAV-BB

SUBJECT: Fiscal Year 2005 (FY05) Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

6. Personnel Electronic Records Management System (PERMS) board fiche, as maintained at HRC-STL, will not be provided to officers prior to the board. Officers must go on-line to review their "My Board File". Officers must have an established Army Knowledge Online (AKO) account in order to access his or her file. The AKO help desk can assist with any problems via electronic mail at [help@us.army.mil](mailto:help@us.army.mil) or call toll free 1-877-256-8737.

a. Again, to access "My Board File", go to the web site: <https://www.hrc.army.mil/>. Click on the link "HRC St. Louis", and then click on "Log into My Record", using the Army Knowledge On-line user name and password. Next, click on the link "My Board File." Officers should carefully review the following: OERs, commendatory/disciplinary data, and military/civilian education data. Any missing documents should be submitted along with the board file.

b. All Officer Evaluation Reports (OERs) submitted to the board will have a report ending date not later than 10 September 2004 (90 days prior to the board convene date). This includes OERs for the most current rating period, as well as "Complete-the-record" OERs. The board administrative staff will obtain all available profiled OERs required for board review.

7. The AKO electronic mail address for all officers will be the primary electronic mail address used by the USAR Boards Support Branch, HRC-STL staff to correspond with officers. Officers who use an alternate electronic mail address as their primary means of electronic mail communication should ensure that their AKO electronic mail address is forwarded to their alternate electronic mail address.

8. Documents for board consideration can be scanned and submitted via electronic mail in .PDF or .TIF format) to: [PSUSARCOMMAND.BOARDS@ARPSTL.ARMY.MIL](mailto:PSUSARCOMMAND.BOARDS@ARPSTL.ARMY.MIL). Documents for board consideration may also be mailed to the address below, postmarked no later than 1 October 2004:

AGR CCAAB (AHRC-PAV-BB/CW3 Bonnie Marsh)  
U.S. Army Human Resources Command-St. Louis  
1 Reserve Way  
St. Louis, Missouri 63132-5200

AHRC-PAV-BB

SUBJECT: Fiscal Year 2005 (FY05) Active Guard Reserve (AGR) Colonel Command Assignment Advisory Board (CCAAB)

9. Questions concerning the CCAAB process or the content and preparation of your CCAAB consideration file should be directed to CW3 Bonnie Marsh at (314) 592-0673, option 3; DSN 892-0673, option 3 or via electronic mail at [bonnie.marsh@arpstl.army.mil](mailto:bonnie.marsh@arpstl.army.mil). Questions concerning your eligibility should be directed to your ARADMD, HRC-STL Career Management Officer.

FOR THE COMMANDER:

Encl

//original signed//  
Acting Director, Personnel  
Actions and Services

CF:

Office of the Chief, Army Reserve (DAAR-HR) (w/ encls)  
Commander, HRC-STL (AHRC-ARO) (w/ encls)  
Commander, HRC-STL (AHRC-ARS) (w/ encls)  
Commander, USARC (AFRC-PRP-S) (w/ encls)  
HQDA, DCS-G-1 (DAPE-MPO-S, LTC Kimball)

SAMPLE

HEIGHT/WEIGHT STATEMENT

NAME OF OFFICER:

\_\_\_\_\_

COMPLETION OF LAST ARMY PHYSICAL FITNESS TEST:

DATE: \_\_\_\_\_ PASS \_\_\_\_ FAIL \_\_\_\_

CURRENT HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

MAXIMUM ALLOWABLE WEIGHT STANDARD IAW AR 600-9: \_\_\_\_\_

IF STANDARD EXCEEDED, DA FORM 5500-R/5501-R ATTACHED?

YES \_\_\_\_ NO \_\_\_\_

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION CONTAINED  
HEREIN:

\_\_\_\_\_  
SIGNATURE OF COMMANDER (or AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
TYPED NAME, GRADE, DUTY TITLE

\_\_\_\_\_  
DATE

SAMPLE

ENCL

FOR OFFICIAL USE ONLY